

CM/ECF REFRESHER COURSE
Tuesday, May 18, 2010
9:30 a.m. or 1:30 p.m.
Federal Courthouse
400 South Phillips Avenue
Sioux Falls, SD 57104

Now that the District of South Dakota has been using electronic filing for several years, and recently made electronic filing mandatory, we are offering a **refresher** training course for legal support staff and their attorneys.

Two sessions of this refresher course will be held at the federal courthouse here in Sioux Falls on **Tuesday, May 18, 2010, at both 9:30 a.m. and 1:30 p.m.**, and will last approximately two hours. Class size is limited to 35 persons.

The refresher course will feature live demonstrations of:

Filing summary judgment motions and all related filings
Linking related documents back to motions
Docketing two-part motions
Publishing to PDF
All about ATTACHMENTS!
Cross document hyperlinks
Sealed documents
And much more!

We'll also explain why items have to be filed a certain way. You will be given a handout featuring examples and tips. You will also discover portions of the district court's web site that you will find very helpful.

We want to answer all your questions and help you feel very comfortable with the CM/ECF system. You are encouraged to send us questions ahead of time so that we can answer them during the demonstration.

To sign up for the refresher course, or submit any questions, please email kathy_cline@sdd.uscourts.gov

If you have questions, contact Kathy Cline at 330-6670 or Deb Peterson at 330-6600.